

Part 3 - Postage or Meter Stamps (excluding PC Postage®)**(For Official Use Only)**

The customer's meter must be licensed at the refunding office, and complete, legible, and valid unused meter stamps must be submitted by the licensee within 60 days from the dates shown on the indicia. Those produced by PC Postage systems are not refundable at the window. Charges are assessed at 10% off the face value of the indicia, if the total is \$350 or less. If the total face value is more than \$350, a charge of \$35 per hour is assessed for the actual hours to process the refund; the minimum charge is \$35.

Meter Manufacturer _____

Meter Serial No. _____

Meter License _____

*(Group and list by postage units or value)**(Group and list by postage units or value)*

Number of Pieces	Amount Each	Postage Value	Number of Pieces	Amount Each	Postage Value
Total Postage Value			Total Postage Value		
Grand Total of Postage Value					\$
Less Charges <i>(10% of face value or \$35 per hour if over \$350. Minimum charge is \$35.)</i>					—
Post Offices must destroy customer meter stamps to prevent reuse. The manager and a witness must sign to certify that the meter impressions listed above were destroyed.				Total To Be Refunded	
				\$	
Supervisor/Manager Signature		Date	Witness Signature		Date

Part 4 - Special Services and Other Refunds *(Note: Fees for registered, insured, and COD services are not ordinarily refundable.)*

Explain the reason for the requested refund:

Amount of Refund to Which Claimant is Entitled
(In accordance with USPS policy)

\$**Part 5 - Disbursements for Refunds** *(Issued Locally)*

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement".
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed on PS Form 1412.
- 4) For cash refund issued, obtain payee's signature below. For money order refund issued enter the money order serial number below.
- 5) **DO NOT SUBMIT PS Form 3533 to Scanning and Imaging Center if a refund is issued locally.**

Payee Signature or Money Order Serial Number: _____

Date _____

Part 6 - Disbursements Processed by the Accounting Service Center (ASC)

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement".
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed:
 - a) If this is a refund, use the appropriate AIC for the refund. *(See "Request Disbursement For" section.)*
 - b) If this is a withdrawal from an advance deposit account, use the appropriate AIC 453 for BRM/Postage Due or AIC 470 for permit.
 - c) Ensure the offset to AIC 280, Disbursement Sent to ASC, is performed either in Form 1412 or Postal One!® system.
 - d) Attach the supporting AIC 280 documentation (PS Form 3544 or 3533-X) to the PS Form 3533.
- 4) **SUBMIT PS Form 3533 with attached AIC 280 supporting documentation to the USPS Scanning and Imaging Center.**
- 5) Customer will receive the payment from USPS. **NOTE:** Maintain a copy of the PS Form 3533 locally for 90 days.